

MONTH

## RECORDS CENTER MONTHLY STATISTICAL SUMMARY

March 1959

## I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	83	864	
2. RECORDS ACCESSIONED	700	7,369	42,869
3. RECORDS DISPOSED OF AT CENTER	375	1,914	4,862
4. RECORDS TRANSFERRED FROM CENTER	225	812	8,620
5. RECORDS HOLDINGS	29,387		
6. DISTRIBUTION MATERIAL RECEIVED	687	2,712	24,524
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	78	737	6,532
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	18	491	4,212
9. DISTRIBUTION MATERIAL HOLDINGS	*13,912		
10. TOTAL HOLDINGS	43,299		

## II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	2,129	12,506	66,528
12. INFORMATIONAL REQUESTS	70	2,231	7,427
13. INFORMATION REPORTS	98	1,303	
14. INTELLIGENCE REPORTS	5,356	41,062	
15. ADMINISTRATIVE ISSUANCES	462	7,574	
16. TOTAL	8,115	64,676	

## III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	143,574	293,967	
B. RETURNS	2,854	30,041	
18. ADMINISTRATIVE ISSUANCES	2,053	9,165	
19. TOTAL	148,482	333,173	

## IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	259	5,023	
21. PHOTOCOPY	10	740	
22. DITTO	53	394	
23. TOTAL	322	6,157	

## V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	72,060	
25. UTILIZED	43,299	
26. COMMITTED	7,422	
27. AVAILABLE	21,339	